



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

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September 13, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO ACCEPT THE PROCUREMENT TECHNICAL ASSISTANCE GRANT
FUNDED BY COOPERATIVE AGREEMENT THROUGH THE
U.S. DEPARTMENT OF DEFENSE LOGISTICS AGENCY,
OFFICE OF SMALL BUSINESS PROGRAMS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

Request approval to accept the Procurement Technical Assistance Program (PTAP) grant funded by the Department of Defense Logistics Agency (DoD DLA).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of Internal Services Department (ISD) to accept the Award/Agreement Number SP4800-11-2-1104 (Attachment I) from the U.S. Department of Defense Logistics Agency (DoD DLA) to continue operating the County Office of Small Business' Procurement Technical Assistance Center, with the base period effective August 1, 2011 through July 31, 2012, in the amount of \$226,983.
2. Delegate authority to the Director of ISD, or his designee, to accept increases or reductions of the DoD DLA funds and to execute the grant application and acceptance documents and associated agreements for two optional years.
3. Delegate authority to the Director of ISD, or his designee, to execute all other required documents with the U.S. DoD DLA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable the County to continue operating the County Office of Small Business (OSB) Procurement Technical Assistance Center under the terms of the grant. The objectives of the program are to connect small business with government bid opportunities with the defense agencies, the prime contractors, and the County of Los Angeles by providing specialized and professional technical assistance to companies seeking contracting and subcontracting opportunities with DoD, other federal agencies, and/or state and local governments. The program also helps to create and retain jobs for the community by encouraging and promoting government agencies' utilization of local small businesses.

The OSB has been operating the County Procurement Technical Assistance Center since 2000. This grant/cooperative agreement has enabled the OSB to outreach and educate thousands of businesses in government purchasing and contracting processes through its outreach courses and events. This past fiscal year over 35,000 awards totaling over \$100 million were awarded to County small businesses and the figures are trending upwards.

Implementation of Strategic Plan Goals

The above recommendations promote the Board-approved Strategic Plan Goals of Service Excellence, Organizational Effectiveness and Fiscal Responsibility.

FISCAL IMPACT/FINANCING

The County matches these grant funds with existing ISD budgeted funds through net County cost, in the amount of \$248,003, as indicated on Attachment I. Funding for this program is included in ISD's Fiscal Year 2011-12 adopted budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Department of Defense Logistics Agency is the agency funding the award through the Solicitation for Cooperative Agreement Application. As recipient of the award, ISD shall comply with all pertinent DoD Grant and Agreement Regulations provisions. The funding is awarded for an initial base period of performance of 12 months. Award recipients may be eligible to have award agreement extended for up to two (2) additional option periods.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

No impact.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tom Tindall".

TOM TINDALL

Director

TT:JS:j

Enclosures

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

COST SHARING COOPERATIVE AGREEMENT

Entered into Pursuant to Title 10, United States Code, Chapter 142

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1. **ISSUED BY DoDAAC: SP4800**
Defense Logistics Agency
Office of Small Business Programs
8725 John J. Kingman Road, Suite 1127
Ft. Belvoir, VA 22060-6221

2. **ADMINISTERED BY DoDAAC: S0513A**
DCMA Santa Ana
34 Civic Center Plaza
Rm. 5001
Santa Ana, CA 92701-4056

3. **Agreement Number:**
SP4800-11-2-1104

4. **Appropriation Data:**
AA 9710100 5103 001 7000215 7021501104 2520 S33189

5. **Name and Address of Cooperative Agreement Recipient:**
County of Los Angeles
DBA Office of Small Business/PTAC
1100 N. Eastern Avenue, Ground Floor G115
Los Angeles, CA 90063-3200
CAGE CODE: 43CK3
DUNS: 097463780

6. **Payment will be made by: DoDAAC: HQ0339**
DFAS-CO/WEST ENTITLEMENT OPERATIONS
P.O. Box 182381
COLUMBUS, OH 43218-2381

7. Description:

- a. This base period award is made as a result of the Recipient's application to the Solicitation for Cooperative Agreement Applications (SCAA) dated July 7, 2010, as amended.

The complete final SCAA as amended is available at: <http://www.dla.mil/db/documents/SCAA2010.pdf>.

- b. The period of performance of the base period is August 1, 2011 through July 31, 2012.
- c. Federal funds for the base period in the amount of \$226,983 are hereby obligated against the appropriation citation in block 4. above.
- d. The Recipient's corresponding share of cost is calculated in accordance with the cost share ratio in paragraph e. Based on Federal funds currently obligated, the Recipient's share of cost is \$229,576.

Continued on pages 2 & 3.

8. **Name and Title of Agreement Representative**
ALICE S. ESTRADA
PROGRAM MANAGER

11. **Name of Grants Officer**
Christopher B. Hall

9. **Signature**10. **Date**

7/18/11

12. **Signature**13. **Date**

7/20/11

- e. The dollar amounts included on this page reflect the total budget submitted by the Recipient for the base period of this cooperative agreement. Currently, the budget has not been fully funded. See paragraph g. "Limitation of Funds". Paragraph c. specifies the Federal funds obligated to this cooperative agreement and presently available for payment by the Government. The Recipient's corresponding share of cost is calculated in accordance with the cost share ratio below.

Total Program Cost for the base period: \$493,204, of which the Government's share is \$245,201 (49.72%) and the Recipient's share is \$248,003 (50.28%).

- f. This cooperative agreement incorporates the following documents by reference, with the same force and effect as if they were given in full text.
 - 1. The SCAA dated July 7, 2010, as amended. The complete final SCAA as amended is available at: <http://www.dla.mil/db/documents/SCAA2010.pdf>.
 - 2. The Recipient's application including:
 - i. The SF424 submitted via grants.gov.
 - ii. The online portion of the application submitted via the DLA website provided in SCAA Section IV.

The budget includes the amounts for each direct cost category shown below. The complete budget submitted by the Recipient via the DLA website provided in SCAA Section IV is incorporated by reference.

a. Personnel:	\$210,735
b. Fringe Benefits:	\$110,368
c. Travel:	\$3,800
d. Equipment:	\$0
e. Supplies:	\$13,000
f. Contractual:	\$21,000
g. Other:	\$34,300
h. Indirect Costs:	\$100,001
i. Total Program Cost (sum of a-h):	\$493,204

The approval/acceptance of this budget does not imply the reasonableness, allowability, or allocability of any particular item of cost and/or contribution contained therein.

The Recipient is required to expend funds in accordance with the budget, subject to adjustments allowed by the SCAA. The transfer of costs among direct cost categories in excess of 10 percent of Total Program Cost requires prior approval from the AGO.

The Recipient's indirect rate of 31.143% is accepted as part of the budget and is subject to downward revision only.

- iii. All paper submissions required by SCAA Section IV with any revisions.

g. Limitation of Funds

1. The Total Program Cost specified in paragraph e. and the budget included in paragraph f. reflect the total budget submitted by the Recipient for the base period of this cooperative agreement. Currently, the budget has not been fully funded.
2. The obligation of funds specified in paragraph c. indicates the amount presently obligated to this cooperative agreement and available for payment by the Government for the base period of performance. The Recipient's corresponding share of cost is calculated in accordance with the cost share ratio in paragraph e.
3. The Recipient agrees to use its best efforts to perform the work specified in the SCAA and all requirements under this cooperative agreement within the amount presently obligated by the Government to the cooperative agreement plus the Recipient's corresponding share. In performance of this award, the Recipient shall assume that no additional funds will be available.
4. To the extent that funds are available, the Government may obligate additional funds incrementally to this cooperative agreement up to the full Government's share specified in paragraph e. However, in the event that funding is increased, total Federal funds obligated may be less than this full amount. In the event that additional Federal funds are obligated, the Recipient's corresponding share of cost will increase accordingly, up to the full Recipient's share specified in paragraph e.
5. The performance of the base period under this cooperative agreement shall not cost the Government more than the amount actually obligated.